

INSTRUCTIONS FOR COMPLETING THE FORM (CGI 1560/04e)

Section I. Military Training and Experience Information

Prior Service: If appropriate, members must attach a legible copy of the DD214. Copies of DD214s may be obtained from:

National Personnel Records Center
9700 Page Boulevard
St. Louis, MO 63132

Section II. Military School Information

Only list those military sponsored schools that were five days in length. This is the ACE criterion for evaluation of schools, so any schools shorter in length have not been evaluated.

Other government sponsored schools (e.g., Environmental Protection Agency, Federal Law Enforcement Agency, etc) and some corporate training (Bell Lab, Dale Carnegie, etc.) do not have to be 5 days long, so encourage members to list all such schools and attach the Certificate of Completion.

DO NOT list any courses for which CEUs (Continuing Education Units) were awarded. CEUs are not transferable to collegiate credit.

Section III. Correspondence Courses

No action is necessary. The Institute Database will be accessed to verify correspondence courses completed by the member. Members should not attach letters of completion of courses.

Section IV. College Courses

A college transcript is desired (or a legible copy) that contains the course number and department that provided the instruction. This information is important in determining applicability to a degree plan.

Section V. College Level Examinations

Scores for all tests taken through the DANTES program since 1 July 94 should be on file with the CGI. Scores for test taken prior to 1 July 94 need to be documented by attaching a copy of the official score report. For information on obtaining a free score report for counseling purposes, see Chapter 3 on Examinations and the relevant section for the examination completed.

Section VI. Preferred Area of Study

Make sure that the area of study specified is one that is available through the Military Credit Recognition Schools. See Chapter 8,

Military Credit Recognition Degree Programs, for a list of available degree programs.

If the member is uncertain or has no idea, leave it blank and the CGI will provide the quickest approach.

Sections VII and VIII.

Self-explanatory.

Section IX. Unit Administrative Data

This section must be completed by the ESO. In the near future, the data may be electronically transmitted back to the ESO for counseling and interpretation with the member.

The Authentication block is extremely important. The signature of this individual certifies that all the information reported by the member is correct. The authentication signatory, usually the ESO, should take whatever steps necessary to ensure the validity of the information. This form is subject to scrutiny and will be examined during the accreditation review of the Coast Guard Institute.

Forms that are not properly completed and authenticated will NOT be processed.

Educational Assessment Worksheet

Purpose: The information provided in this form is used to (1) complete an evaluation of college credits earned for military learning experiences, and (2) complete a degree plan showing how credits earned apply to an external degree program. Additionally, this information forms the foundation for the USCG transcript and must be completed before a transcript will be issued. Based on this data, an education record is established for the member at the Institute and a transcript can be issued when requested by the member.

Instructions for Completion:

1. Responses to the questions on this form must be clear and accurate. Omitting information, using abbreviations or acronyms, or failing to include support documentation may result in the Institute not be able to find the appropriate entry, delaying (or precluding) the processing of the application.
2. Transcripts from colleges attended by the applicant and college test score reports should be attached.
3. The ESO signs the form certifying that the data provided is correct.
4. Type the information, if possible. If handwritten, please write clearly and legibly.
5. INCOMPLETE FORMS WILL NOT BE PROCESSED.

APPLICANT COMPLETES THIS SECTION:

Full Name: _____ SSN: _____
First Name Middle Last Name

Phone Number: _____ Rate/Rank: _____
(Work) (e.g. SN, YN3, LTJG)

Phone Number: _____ Fax Number: _____
(Home)

USCG Affiliation: Active Duty _____ Reserve _____ Civilian Employee _____ Spouse _____

Mailing Address (where results are to be mailed):

I. Military Training and Experience Information:

Member's Promotion History:

Promoted to: _____ Effective: _____
(e.g. SN) MM/YY

Promoted to: _____ Effective: _____
(e.g. YN3) MM / YY

Promoted to: _____ Effective: _____
(e.g. YN2) MM / YY

Promoted to: _____ Effective: _____
(e.g. YN1) MM / YY

Promoted to: _____ Effective: _____
(e.g. YNC) MM / YY

Promoted to: _____ Effective: _____
(e.g. CWO2/Pers) MM / YY

Prior Service Rate/MOS/AFSC:

(attach a copy of DD214).

Promoted to: _____ Effective: _____ to _____
(e.g., 91C10) MM/YY

Branch of Service _____

Promoted to: _____ Effective: _____ to _____
(e.g., 91C10) MM/YY

Branch of Service _____

SSN: _____

(List only those USCG courses 5 or more days in length. List all courses attended from other DOD, government, or private agencies unless continuing education units were awarded (CEUs). If CEUs were awarded the credits will not be transferable to collegiate level work. Do not use abbreviations or acronyms. Insert the full title of the course as noted on the certificate of completion.)

[illegible]

Full Name: _____ SSN: _____
First Name Full Middle Name Last Name

III. Correspondence Courses

This section will be completed using data in the Institute Database reflecting correspondence courses you've completed which match evaluations conducted by the American Council on Education. Please do NOT attach copies of letters of completion. (Prior Service or other military services, attach documentation.)

IV. College Courses

Attach copies of transcripts reflecting any prior college courses completed.

V. College-Level Examinations

Attach copies of score reports documenting tests completed.

VII. Degrees previously earned:

If you already have a bachelor's degree or higher, a degree plan will not be provided. See the USCG Institute homepage for links to college programs.

_____ at _____
(e.g. Associates in Arts in History) (e.g. Hometown State College, Youngstown, GA)

VIII. Member's Verification

In accordance with the Family Education and Privacy Act of 1973, the applicant grants permission for the USCG Institute to discuss personal education information with partnership institutions offering military credit recognition degree programs. Personal information shall not be given to other institutions or to a third party without the applicant's written permission. Member's signature indicates the foregoing information is true and accurate..

_____ Date (dd-mmm-yy)
Member's Signature

IX. Unit Administrative Data: (To be completed by the Education Services Officer.)

The member above is scheduled for release from active duty: _____
MM/DD/YY

Preferred Areas of Study

ESOs are requested to counsel members in completing this section. If the member has prior college experience and knows the type of degree desired, so indicate. However, if the member is not certain of the type or major, or simply wants the fastest approach, advise them that usually a Liberal Studies degree will maximize the application of their military learning experiences.

_____ ☐ AA/AS ☐ BA/BS
(Intended major) (Indicate level)

Full Name: _____ SSN: _____
First Name Full Middle Name Last Name

Authentication: This application will not be processed without the signature of the Educational Services Officer, Personnel Officer, or Administrative Chief Petty Officer. The signature authority verifies that the information presented on this questionnaire is true and accurate and matches the information found in the Personnel Data Record of the individual. If a discrepancy appears in the information transferred from entries in the individual's personnel data record, the member must present the PERSRU with supporting documentation that identifies the error, such as course completion certificates from courses that were not entered in his/her record. Corrections must be made prior to submitting this form to the Institute.

Name of Verifying Official Rate/Rank Signature Date

Title of Verifying Official Phone Number

E-MAIL address of command ESO _____
(In the future, the assessment and degree plan may be electronically returned to the ESO.)

Official Mailing Address of Command:

MAIL COMPLETED FORM TO:	COMMANDING OFFICER USCG INSTITUTE (VE) 5900 SW 64 TH ST RM 235 MPB OKLAHOMA CITY, OK 73169-6990
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